Welcome to MultiLingual Solutions New Payroll System

The NeoSystems platform and Ultipro Payroll tool is used to process your payroll.

To access Ultipro, please visit your NeoSystems Tools page at:

http://www.neosystems-usa.com/mls/clienttools.html

On your tools page, please click on the link to the Ultipro Payroll System:

You will be asked for your login information:

Your user id is your first initial and last name @MLS (for example, **jsmith@mls**)

Your initial login is equal to your birthdate WITHOUT dashes (for example, **02291905**)

Upon your first login, you will be prompted to change your password :

Change Password

Your new password cannot be the same as your previous one and must meet
the minimum password requirements outlined below:

Password length:	8-15
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 *(Examples: !@#$%^&*()_-+={[}]|\;:\"'<,>.?/~`*

Current Password	
New Password	
Confirm Password	

OK   Cancel

You will also be asked to answer 3 security questions, to be used in case you forget your password:


Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.
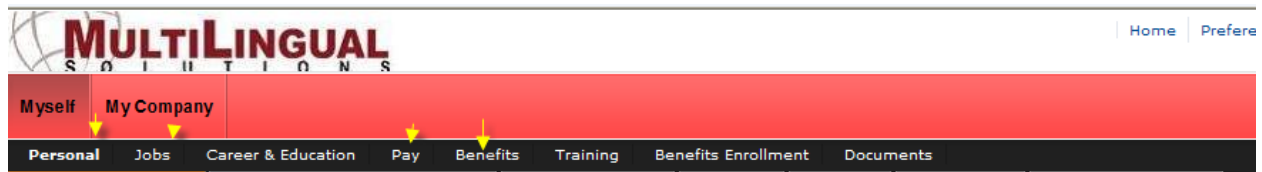
What was your first grade teacher's name? ▼		*
▼ *		*
▼ *		*

Finish   Cancel

Once inside the tool, you will have READ access only to view personal, salary, and deduction information as it is configured in the payroll system. Click on "Myself" to view your setup information as well as your paycheck details.
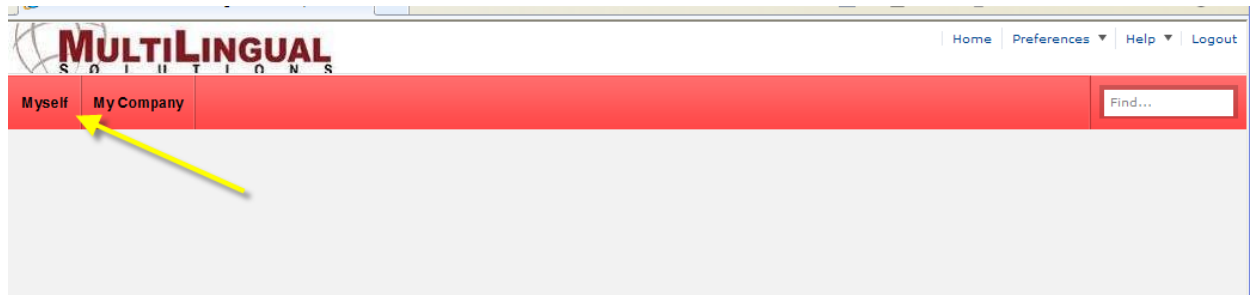
After clicking on "Myself" you should see the tabs of information about you:

The yellow highlighted tabs are currently being used.

Personal holds information such as name, address, contact information.

Jobs hold paycheck processing information: your employment status, your pay rates, etc.

   Note: there is no job history initialized and the system is not being used to track review data so therefore those fields/tabs may be empty.

Careers & Education: *this system is not being used to track this information at this time.*

Pay is the tab that will display your current pay stub information as well as pay history. Note that we initialized the system using one record for each quarter, so there is no paycheck detail prior to Q3 2012.

Benefits displays the benefits that you are signed up for as they related to payroll deductions.

Training: *the system is not being used to track this information at this time*.

Benefits Enrollment*: the system is not being used for this at this time*.

Documents*: the system is not being used for this at this time.*

Please be aware that you have **READ access only**. You still need to go through your normal channels to perform change of address, changes to tax withholdings, etc.

The error message below displays when you attempt to make a change to your data. Its normal and can be ignored.

Under the Pay tab, you will see your Current Pay Statement. This is the only place you will see your paystub information. You should login each payday to see your pay detail:

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Myself	My Company

Personal	Jobs	Career & Education	Pay	Benefits	Training	Benefits Enrollment	Documents

Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Tax	Federal W-4	State Withhold

Current Pay Statement

PDF
download   pri

This is a statement of earnings and deductions. This pay statement is non-negotiable.

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11 North Washington Street
Suite 300
Rockville, MD 20850

Pay Statement	
Period Start Date	07/07/2012
Period End Date	07/20/2012
Pay Date	07/27/2012
Document	127
Net Pay	

Pay Details

Employee Number		Pay Group	MLS Biweekly PR	Federal Income Tax	
SSN	xxxxxxxxx	Location		State Income Tax (Residence)	
Job	Salaried Exempt	Division	03 - Government Solutions	State Income Tax (Work)	
Pay Rate					
Pay Frequency	Biweekly				

Earnings

Pay Type	Hours	Pay Rate	Current	YTD
GTL	0.0000			
Holiday	0.0000			
PTO	0.0000			
Regular	80.0000			

Deductions

		Employee	
Deduction	Pre-Tax	Current	YTD ⟱
Dental PPO			
ER GTL for Reg	No		
Group Term Life	No		
HSA PPO	Yes		

Taxes

Also accessible under Pay is the Direct Deposit tab. This displays the bank information for your direct deposit.

Double click on the Account Number to get the full bank account setup information. Again, the error message is warning you that you cannot make a direct change to your information. This is normal and can be ignored.

Federal and State deduction information can be found on the **Income Tax**, **Federal W-4** and **State Withholding** tabs.

Under the Benefits tab, you can review the benefits deductions that are scheduled to be deducted from future paychecks.

Please note that the system is not being used to track:

> Investments
>
> PTO plans (continue to use your T&E system to review your leave earned and balances)
>
> PTO requests (continue to use your T&E system to submit Leave requests)
>
> COBRA

If you have any questions about this new system, please contact Carol Moore at cmoore@neosystemscorp.com. If you have questions about your information or want to make changes, please contact the HR department at MLS_HR@mlsolutions.com